

**POLSON RURAL FIRE DISTRICT
BOARD MEETING MINUTES**

Big Arm Fire Station No. 2

October 10, 2018

6:00 p.m.

Notice: All meetings for the Polson Rural Fire District Board of Trustees are recorded.

Board trustees present: Fred Nelson, John Doty, Dick Wunderlich, R. Jack Clapp, Ron Roberts.

Board trustee absent: None

Staff: Fire Chief Gordon R. Gieser, Secretary/Treasurer Bonnie M. Manicke.

Guests/Visitors: Lee & Sonya Engbretson, Lee Manicke, David & Cynthia Waterman, Alison Meslin, Arlene Tompkins, Leanna Fillman, Tom Eddy, Michael Hingiss, Larry Newell, Jeff Foster.

Call to Order {00:09} – Chair Nelson opened the meeting with the Pledge of Allegiance.

Minutes September 12, 2018 Monthly Meeting {00:14} – **Trustee Clapp motion to approve September 12, 2018 minutes. Trustee Wunderlich second.** Public comment: None. **Motion passed unanimously by voice vote.**

Communications {01:38} – None.

Review and Approve Claims {01:45} – Chair Nelson questioned John Deere claim for a Hammer drill impact kit \$299.99. Chief Gieser replied the cordless drill burned out. The replacement is an upgrade for versatile projects. Trustee Roberts noted Beacon Tire claim for tires should be Unit #301. Trustee Doty appreciates maintaining the expenditures at a minimum. Chair Nelson reported fuel reimbursement checks issued to fire personnel for use of personal vehicles to commute to wildland fires. The fire truck was staged at the site. Public comment: None. **Trustee Wunderlich motion to approve claims. Trustee Doty second. Motion passed by voice vote. Trustee Clapp abstained – payment for fuel and tire reimbursement.**

TREASURY REPORT FOR MONTH ENDING SEPTEMBER 30, 2018 {05:00} – The report is preliminary. The Lake County Treasurer month end reports are not available. Fund #7245 update to include September claims paid October 10. Fund #7243, #7244, #7246 reflect the August balance. No revenue is posted.

FUND # 7245 Operating Fund	\$ 29,724.37
FUND # 7244 Voted Levy (5 mills with sunset)	\$ 50,529.94
FUND # 7246 Capital Improvement Fund	\$ 187,798.65
FUND # 7243 Voted Levy Operating Fund	\$ 2.35

Check numbers 6966 - 6991, both inclusive issued 10/10/18 \$ 6,178.45
Represents September, 2018 claims
Approved October 10, 2018

Public Safety:

Fire Chief payroll September 14, 28, 2018 (gross)	\$2,923.08
Employer expense match SS & Medicare	\$ 233.85
Quickbooks processing fee	\$ 3.50

A1-101 deposits -

Deposit to Fund #7245 Operating Fund:

09/28/18 Receipt #A101-109344

Check #5025 Custom Systems LLC \$425.00

Sale of generator

Resolution #2018-01 June 13, 2018

Declaring fire department excess property

09/28/18 Receipt #A101-109345

Check #1245 Polson Shooters Association \$120.00

Sale of Knox Box \$114 and administration fee \$6

Energy Partners pre-pay propane contract October 1, 2018 to March 31, 2019. Confirmed with EP the \$424.67 credit balance is correct. The credit balance was applied to the current pre-pay contract. Chair Nelson signed the contract.

Minutes Polson Rural Fire District post to website – Lake County IT has the ability to access the recorded document from the indexing and post to web. Bonnie will provide the recorded document number. The shortcut will streamline posting the minutes.

Board discussion:

Trustee Roberts noted the pictures on the website should be updated.

Trustee Clapp requested the capital improvement fund projects budget activity included in the cash report to readily review the remaining funds in a line item. Bonnie will provide the budget line item information and additionally a quarterly spreadsheet will be transmitted to Scott Beggs, Lake County Finance Officer to transfer appropriate funds.

Trustee Wunderlich would appreciate a Lake County cash report for the board meeting. Bonnie indicated the county report to the State of Montana is due by the 10th of the month and some months the report is received following the board meeting. Chief Gieser reported the timeline is typical in other counties. Public comment: None. Chair Nelson thanked Bonnie for the report.

CHIEF'S REPORT {13:10} – Chief Gieser reported 14 calls for the 30 day operational period.

Response:

1). Illegal burn Nelson Lane; 2). Agricultural field burn; 3). Traffic control for hay in the road Hwy 93 and Wilderness Valley; 4). Motor vehicle accident Back Road and Eli Gap; 5). 35078 Bennington Lane medical assist; 6). 46342 Hwy 93 transformer sparking; 7). MM 2.5 Hwy 35 car vs deer; 8). Motor vehicle accident N Reservoir Road; 9). Debris fire Caffrey Road; 10). Ambulance assist 35512 Hwy 93; 11). 2 vehicle accident MM 57 Hwy 93; 12). 42382 Hwy 93 possible vehicle fire; 13). 28950 Walking Horse Lane controlled burn; 14). Dumpster fire at the transfer station.

Administration:

Attend Lake County Fire Association Meeting

High pressure air bag training

Review subdivision request off Tower Road

Information submission for AFG grant

Extrication training

Insurance information request for 36947 Narrows Point Road

Officers meeting

Station tour

Site review 36700 North Reservoir Road
Attend Montana Fire Districts conference

Repair & Maintenance:

E-318 service life pac defibrillator, pump test unit, replace thermal imager charge base
Wt-319 remove transmission cooler for repair, replace transmission cooler and repair mount bracket assembly
U-301 replace tires chief's vehicle
E-328 pump test unit, repair passenger side window glass
Program (3) pagers
E-313 repair electrical connection to p/s side warning light

Chair Nelson requested a report regarding the AFG grant application. Chief Gieser assumed the rural would be the sole participant in the grant request. Chief Cottle suggested a joint rural/city grant application. The joint application will reduce the rural cost from \$2,500 to \$1,700. Chief Cottle agrees with the grant application and process. GrantMasters will write the joint grant application. GrantMasters was the author for five fire departments in the Bitterroot Valley submitting a group application and was successful in receiving an AFG grant for SCBA's. Additionally Chief Gieser, during employment with Missoula Rural Fire, submitted five successful grant applications with GrantMasters. Chief Gieser commented GrantMasters is a known entity and in the best interest to submit a joint rural/city grant. During a phone conference, Michael Penzotti, Grant Writer and Owner of GrantMasters pointed out several items in the last application which resulted in an early elimination. The previous grant application was built around purchase of MSA SCBAs. If the complete units were to be replaced, the 2014 bottles on hand should have been declared obsolete. Trustee Roberts questioned the allocation of grant funds. Chief Gieser indicated the group application with each entity submitting the aggregate numbers for the materials. If successful, the rural will get everything replaced in SCBA's. The grant request was reduced by remaining with Scott SCBA's. Scott has agreed to re-valve all the current cylinders to fit the new pacs. The 2017 grant application was \$250,000. The current application is approximately \$109,000. The materials would be a group purchase. Public comment: None. Chair Nelson thanked Chief Gieser for the report.

MEMBERSHIP REPORT {19:46} – Michael Hingiss reported the membership is drafting the annual appeal letter. Events include Fire Prevention Week, race track standby, and highway cleanup on a section of Back Road. The membership purchased five additional radios, batteries and chargers for the district. December 8th will be the holiday party with food provided. Trustee Nelson thanked the membership for the radios and accessories. Public comment: None

Old Business:

UPDATE STATION No. 4 LAND & SITE PREPARATION {21:43} – Chair Nelson reported the site preparation will be completed by Knife River or Frank Thomas. Lake County is in agreement for preparing the site. The lease with Lake County for Fairgrounds Station Number 1 and Station Number 4 were signed by the Lake County Commissioners and Chair Nelson. Both leases are for a ten year period with a guaranteed ten year renewal. The annual rental is no dollars for the first ten years. Storage of vehicles excluding district vehicles is not permissible. Public comment: None.

UPDATE STATION No. 4 BUILDING PLAN {23:56} – Trustee Clapp prepared the bid document for soliciting bids for construction of a 40 X 72 pre-engineered building to be used as a fire station. The building plan is preliminary which incorporates the essential plans for a metal building. The warranty clause and legal clauses pertaining to bid bond and performance bond are included. Time is of essence with completion in four months weather permitting. Contractors indicate the building should be complete spring, 2019. Trustee Roberts indicated the heating system should be identified. Trustee Doty addressed the time line to install a fence. Chair Nelson suggested the fence installed when the building is completed. Trustee Wunderlich requested a time line to submit the legal advertisement for bids. Trustee Clapp suggested a special meeting October 27th 3:00 p.m. to finalize the bid document. Schedule bid opening at the November 14th regular monthly meeting. The financing also needs to be reviewed. **Trustee Roberts motion Bonnie contact local financial institutions for a loan up to \$125,000, fixed interest rate, 7 and 10 year term, no penalty for early payoff. Trustee Wunderlich second.** Alison Meslin questioned the time line for construction start and if in spring it could affect the price of materials. Trustee Clapp indicated the contractor can lock in the building package; with perhaps the district paying a percentage of the contract. The current cash available will coordinate with the project. Trustee Doty questioned advancing the project at this time verse spring time line. Chief Gieser indicated apparatus has been winterized, although the department needs additional housing for the apparatus and a bay to service equipment. **Motion passed unanimously by voice vote.**

Special meeting Fairgrounds Station Number 1, October 17th 3:00 p.m. to consider putting out bids for a new station. Agenda will be posted.

UPDATE WILDLAND FIRE INCOME & ITEMS FOR BUDGET

OVER THE \$25,500 {46:25} –

Trustee Clapp introduced the agenda item and provided a recap of the 2018 wildland income as submitted to DNRC.

Garden Creek Fire 8/6/18 – 8/17/18 12 days (157 hours)	\$16,536.00
Fuel reimbursement	<u>16.80</u>
Total Garden Creek	\$16,552.80

Note: Garden Creek total reflects \$106 less than submitted for tire repair.

Rattlesnake Fire 8/30/18 – 9/10/18 12 days (150 hours)	\$15,900.00
Fuel reimbursement	<u>186.93</u>
Total Rattlesnake	\$16,086.93

Total income Garden Creek & Rattlesnake \$32,639.73

Unanticipated revenue amount \$7,139.73

The FY 2018-2019 line item budget DNRC wildland revenue at \$25,500. Therefore a public hearing will be scheduled for a budget amendment. Trustee Wunderlich suggested the unanticipated revenue posted to equipment repairs. Chief Gieser is processing additional grants. If successful the grants can be allocated to additional radios and accessories, and the other chassis. He is also searching a parts outlet for the other chassis.

New Business:**APPOINT COMMITTEE TO PLAN FOR THE 5 MILL VOTED LEVY EXTENSION
FOR BUILDING AND EQUIPMENT PURCHASES {56:18}**

Chair Nelson reported the current 5-mill levy will end May, 2020. Trustee Wunderlich contacted the elections office to submit a ballot resolution to extend the mill levy. The resolution must be submitted to the elections office by February 19, 2019. Committee appointments – Trustee Roberts, committee chair, Trustee Wunderlich, Chief Gieser, Alison Meslin, Tom Eddy, and Bonnie Manicke. The committee is requested to complete a rough draft resolution by December 19 identifying the number of mills, number of years, and use of funds including buildings and equipment fire trucks. The resolution will be finalized at the January, 2019 meeting and submitted to the elections office by February 19, 2019. The rural fire board trustee election May, 2019 will include the voted mill levy request. The board will provide the public information regarding the immediate needs prior to the election. The new ISO rating provided a property insurance cost savings which will offset the out of pocket amount requested for the voted mill levy. Chief Gieser noted the increase cost for fire apparatus and the need to replace aged equipment.

REQUEST DECEMBER MONTHLY MEETING ON DECEMBER 19TH {01:07} – Tabled to November meeting.


OVERVIEW TRUSTEES CONFERENCE {01:08} – Chair Nelson reported on the Montana Fire Trustees Association Conference Fairmont Hot Springs October 5-7. The conference included presentations by VFIS – risk management, core duties of the board, EMT licensing levels, and legal issues for trustees. Request for public input is a necessity during meetings. Chief Gieser reported the interview process for new personnel is by the chief. The board serves in a grievance complicity as needed. Conference attendance included 45 members.

Public input on non-agenda items: {01:13} – None.

ADJOURN: {01:14} – Trustee Clapp motion to adjourn. Trustee Doty second. Motion passed unanimously by voice vote.

ADJOURN: 7:14 p.m.

**Next regular scheduled meeting November 14, 2018 6:00 p.m.
at Valley View Clubhouse**


Fred J. Nelson, Chair


Dick Wunderlich Secretary-Treasurer


Bonnie M. Manicke, Recorder

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AGENDA

Polson Rural Fire District Trustees Monthly Meeting

WEDNESDAY OCTOBER 10, 2018 6:00 p.m.

Station No. 2 Big Arm Station

28565 7th Street

Big Arm, MT 59910

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Station 1 Phone 406 883 4244

Website lakemt.gov/prfd

Trustee Meeting Includes:

Public comment by raising your hand

REVIEW MINUTES SEPTEMBER 12, 2018 - BONNIE

COMMUNICATIONS - BONNIE

REVIEW & APPROVE CLAIMS – CHIEF GIESER & BONNIE

TREASURER'S REPORT - BONNIE

CHIEFS REPORT - CHIEF GIESER

MEMBERSHIP REPORT - CHAIR HINGISS

OLD BUSINESS INCLUDING:

Public comment by raising your hand

UPDATE LAND AND GROUND WORK STATION 4 -

CHAIR NELSON

UPDATE STATION 4 BUILDING PLAN -

TRUSTEE CLAPP & CHIEF GIESER

UPDATE WILDLAND FIRE INCOME & ITEMS FOR BUDGET OVER THE \$25,500 -

TRUSTEE CLAPP & CHIEF GIESER

NEW BUSINESS INCLUDING:

Public comment by raising your hand

APPOINT COMMITTEE TO PLAN FOR THE 5 MILL VOTED LEVY EXTENSION

FOR BUILDING AND EQUIPMENT PURCHACES -

CHAIR NELSON

REQUEST DECEMBER MONTHLY MEETING ON DECEMBER 19TH -

TRUSTEE WUNDERLICH

PUBLIC INPUT ON NONE AGENDA ITEMS

ADJOURN

** ALL RESIDENTS OF THE POLSON RURAL FIRE DISTRICT ARE ENCOURAGED TO ATTEND AND PROVIDE HELPFUL COMMENTS. OTHER ITEMS NEED TO BE SUBMITTED TO THE BOARD 10 DAYS IN ADVANCE OF THE MEETING.

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Polson Rural Fire District

September, 2018 Claims Approved Oct. 10, 2018 Board Meeting

Num	Description	Memo	Category	Amount
6966	S Beacon Tire Center, Inc.	Inv#79821 4-GoodYrAdventureTires Chief's Admin #301	211 Vehicle Repair & Maint Supplies	-735.64
		Inv#79821 4 tires mount & balance Chief's Admin #301	211 Vehicle Repair & Maint Supplies	-68.00
6967	Century Link	Acct#411978591 883-4244 Fairgrounds Stn #1 landline	317 Phone {Landline} - Fairgrounds Stn.	-62.74
6968	City Of Polson	Utility Billing Acct 7304 FairgroundsStnFillSpout	316 Water Fill Spout - Fairgrounds Stn.	-69.18
6969	S Daws & Brown CPAs PC	Inv#2944 9/11/18 run pyrl w /reports	345 Payroll Accounting Fire Chief Salary	-19.95
		Inv#2944 9/26/18 run pyrl w /reports	345 Payroll Accounting Fire Chief Salary	-19.95
6970	S First Bank Card	ActionsCommInv#523490 Motorla MinVI Ser#1365UG0215	206 Radios & Pagers, Repair	-353.00
		ActionsCommInv#523490 Motorla MinVI Ser#1365UG0333	206 Radios & Pagers, Repair	-353.00
		2018 StateChiefsConvention Oct 11-13	331 Membership & Dues	-150.00
		Harbor Fgt w aterproof utility case	201 Operating Supplies	-54.99
		Allied 100 1-lifepak plus	201 Operating Supplies	-106.00
		PriorityMail PERS Volunteers Anl Rpt	220 Office Supplies	-24.70
6971	Jette Services	Inv#029 weekly cleaning Fairgrounds Station	321 Cleaning Services - Fairgrounds Stn.	-125.00
6972	John Deere	Acct#11113-40551 Inv#385319 20V HammerdrillImpactKit	211 Vehicle Repair & Maint Supplies	-299.99
6973	Lake County IT Department	Annual Internet Charge to Oct, 2019	212 Communications Tow er Relocation	-300.00
6974	S Mercer Welding & Repair	Inv#501216 U-319 transmission cooler repair	211 Vehicle Repair & Maint Supplies	-100.00
		Inv#501218 U-319 transmission cooler repair	211 Vehicle Repair & Maint Supplies	-150.00
6975	S Mission Valley Power	Location #2806820000	302 Electricity - Big Arm Station	-74.31
		Location #2876820001;2876820002 {1-security light}	302 Electricity - Big Arm Station	-13.07
		Location #2400744000	315 Electricity - Fairgrounds Station	-203.11
6976	S Mission Valley Security, Inc.	Invoice #16559 3 times @ \$17.50	305 Security - Big Arm Station	-52.50
		Invoice #16559 3 times @ \$17.50	318 Security - Fairgrounds Station	-52.50
		Invoice #16559 Cellular Communicatn Fee 3 months	305 Security - Big Arm Station	-32.85
6977	S Montana Ace Polson	Inv#199319919 trash bags	201 Operating Supplies	-14.98
		Inv#199319921 trash bags w/cpn discount	201 Operating Supplies	-4.99
6978	S Polson Auto Parts, Inc.	Inv#501196 cleaner, purple power, bag of rags	211 Vehicle Repair & Maint Supplies	-25.43
		Inv#502434 4-blk cy	211 Vehicle Repair & Maint Supplies	-42.44
		Inv#502703 8-safety glasses	211 Vehicle Repair & Maint Supplies	-13.52
		Inv#504335 WT-319 funnel,trans fluid, clamps	211 Vehicle Repair & Maint Supplies	-32.08
6979	S Polson Rural Fire Membership	OEM refund to District s/b to Membership	7940-101000 Treasurer's Suspense	-424.87
		Rebate DirecTV to District s/b to Membership	7940-101000 Treasurer's Suspense	-29.86
6980	Republic Services	Acct #3-0889-0014329 Inv#0889-002233004	319 Disposal Service - Fairgrounds Stn.	-58.37
6981	S Stine Electronics, LLC	Inv#23638 1 - KNG software + shpg	206 Radios & Pagers, Repair	-168.00
		Inv#23663 2 - KNG batteries + shpg	206 Radios & Pagers, Repair	-306.00
6982	Jeff Veach	Inv#352444,352449,352464,352463 lawn service	307 Repairs & Maint. - Big Arm Station	-160.00
6983	Valley Business Systems	Acct #J36727 Ticket#67693 131A black toner cart	220 Office Supplies	-95.00
6984	Wal Mart Polson	Acct #6032 2020 1008 9218 1-ream legal copy paper	220 Office Supplies	-5.84
6985	S WEX Bank	Truck #326	210 Gas, Diesel,Oil	-33.25
		Truck #319	210 Gas, Diesel,Oil	-213.78
		Truck #324	210 Gas, Diesel,Oil	-46.01
		Truck #300	210 Gas, Diesel,Oil	-93.90
		Truck #308	210 Gas, Diesel,Oil	-24.97
		Truck #313	210 Gas, Diesel,Oil	-23.00
		Truck #301	210 Gas, Diesel,Oil	-151.06
		Truck #314	210 Gas, Diesel,Oil	-40.62
6986	S R. Jack And Jane E. Clapp	Reimburse tire	211 Vehicle Repair & Maint Supplies	-100.00
		GardenCreek&Rattlesnake commute 2018 wildland	210 Gas, Diesel,Oil	-475.00
6987	Jeff Veach	Reimburse fuel 2018 wildland commute Garden Crk	210 Gas, Diesel,Oil	-50.00
6988	Martin Sago	Reimburse fuel 2018 wildland commute Garden Crk	210 Gas, Diesel,Oil	-25.00
6989	James McKee	Reimburse fuel 2018 wildland commute Garden Crk	210 Gas, Diesel,Oil	-50.00
6990	Carol Swope	Reimburse fuel 2018 wildland commute Rattlesnake	210 Gas, Diesel,Oil	-25.00
6991	Larry Newell	Reimburse fuel 2018 wildland commute Rattlesnake	210 Gas, Diesel,Oil	-25.00
TOTAL				-6178.45